

Proposal Review Committee
February 1, 2012
Statewide Benefits Office
The Duncan Center
500 W. Loockerman Street, Suite 320
Dover, Delaware

Public Session: 10:00 a.m.

The Proposal Review Committee (PRC) met on February 1, 2012, to discuss and review the finalists' follow-up responses and complete scoring sheets for the RFP for Medical Benefit Administrative Services for the Group Health Insurance Program. The following committee members were present:

Attendees

Brenda Lakeman, OMB, Director, Statewide Benefits
Faith Rentz, OMB, Deputy Director, Statewide Benefits
Laurene Ehemann, OMB, RFP and Contract Coordinator, Statewide Benefits
Ann Skeans, OMB, Program Lead, Statewide Benefits
Teri Strawder, OMB, Program Lead for DelaWell, Statewide Benefits
Wendy Brown, Department of Health and Social Services
Jim Craig, Department of Finance (via conference call)
Lori Christiansen, Office of Controller General
Erin Guerke, Office of the Treasurer
Jenifer Vaughn, Delaware Insurance Department
Amy Quinlan, Administrative Office of the Courts (via conference call)
Jim Christ, AonHewitt Consulting
Kathleen Goffredo, AonHewitt Consulting (via conference call)
Justin Muir, AonHewitt Consulting (via conference call)

Introductions/Sign In

Ms. Lakeman called the meeting to order at 10:00 a.m.

Approval of Minutes

Ms. Lakeman requested a motion to approve of the minutes from the January 4 and 5, 2012, meetings of the Proposal Review Committee. A motion was made by Ms. Guerke and seconded by Ms. Christiansen. The motion was approved with unanimous voice vote.

Discussion of the Medical Benefit Administrative Services RFP

There being no public business to address, Ms. Lakeman requested a motion to move into executive session to discuss and review the finalists' follow-up responses and complete the scoring sheets. Ms. Brown made the motion and it was seconded by Ms. Christiansen. Upon approval of the motion by unanimous voice vote, the PRC moved into Executive Session at 10:03 a.m.

Upon conclusion of the Executive Session, a motion was made by Ms. Brown at 12:13 p.m. to move back into the Public Session and Ms. Christiansen seconded. Upon approval of the motion by unanimous voice vote, the PRC moved into Public Session at 12:13 p.m.

Adjournment

There being no further business, Ms. Lakeman requested a motion to adjourn. Ms. Guerke made a motion to adjourn and Ms. Vaughn seconded. Upon unanimous voice approval, the meeting was adjourned at 12:13 p.m. Please note there were no public attendees.

Respectfully submitted,



Laurene M. Ehemann
RFP and Contract Coordinator